Bharatiya Nabhikiya Vidyut Nigam Limited

(A Government of India Enterprise) - Department of Atomic Energy

BHAVINI

ePROCUREMENT SYSTEM

https://bhavini.etenders.in

User Manual

Process: Bid Submission on e-Tendering System

nextenders
next generation procurement

www.nextenders.com

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Disclaimer

Please note that this User Manual is for the purpose of the guidance of the User to use a process that is mentioned in the User Manual on the eProcurement System. The Users with appropriate privilege assigned to them and / or approved by the authority managing the eProcurement System will be able to use the System. It has been the endeavor to prepare this User Manual capturing the process / screens as appearing in the eProcurement System, however, in certain cases the screens may differ and it shall be the responsibility of the User to execute the process on the eProcurement System as expected to be performed. The Users shall be responsible for the acts performed by them through the User ID and the privilege assigned to them.

Section 1: Introduction

Bid Submission is the vendor activity which the bidder does after enrolling on the portal. The vendor is able to bid/participate for the tenders which are released by the department. For participating on online tenders using eTendering system, the vendor should have Digital Certificate (class II & above) with signing and encryption available for bidding. The vendor can prepare the bid anytime and save it in the system and can submit it before the scheduled due date. It is the responsibility of the bidder to complete the bidding process as per the tender schedule.

Section 2: Bid Submission Process Overview

Step 1: Access eProcurement System Homepage

Users can access the BHAVINI eProcurement System homepage by entering the URL https://bhavini.etenders.in.

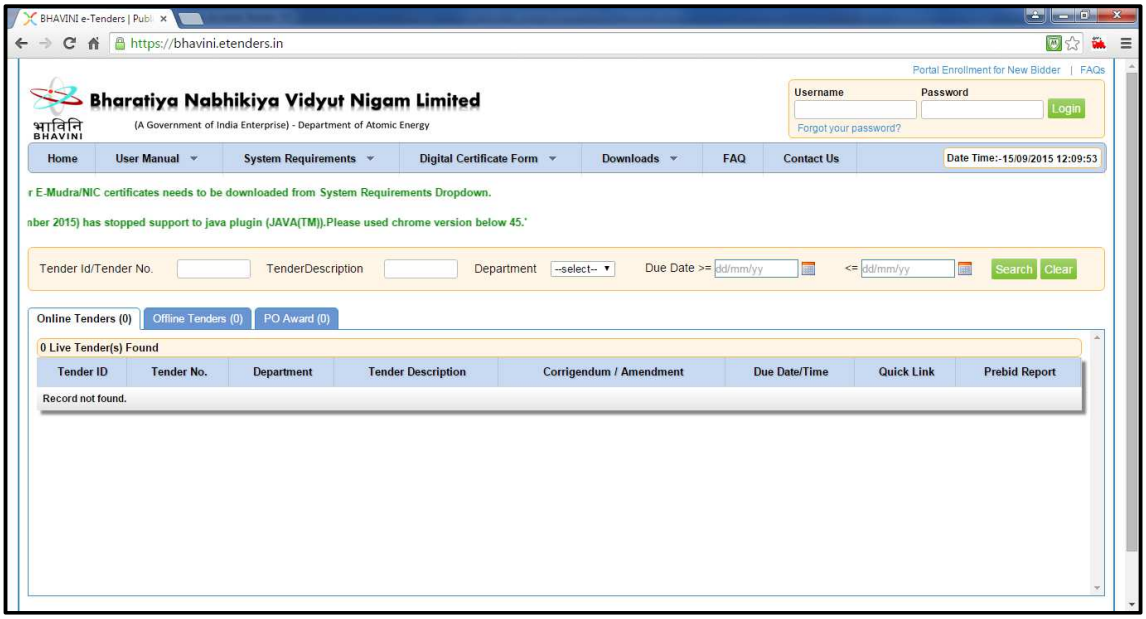
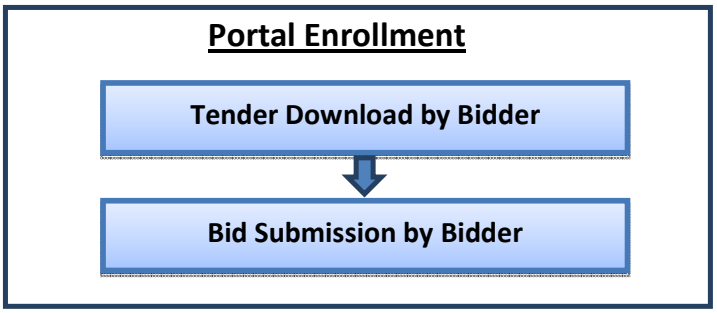


Figure 1 : Home Screen of BHAVINI eProcurement System

Step 2: Bid Submission Process

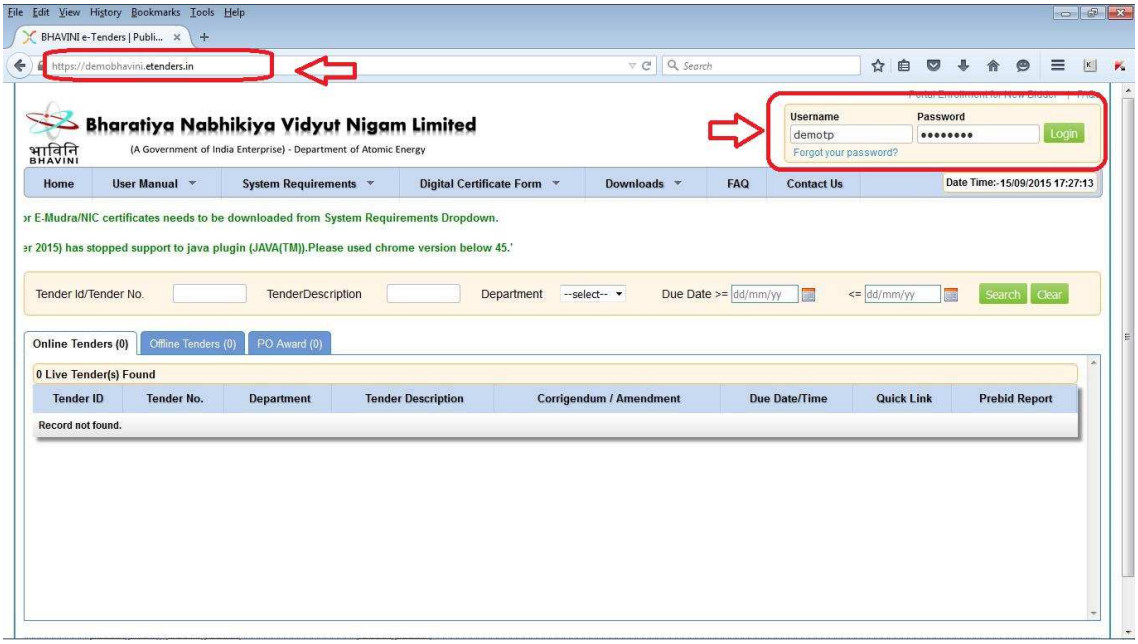


Bid Submission processes are as follows:

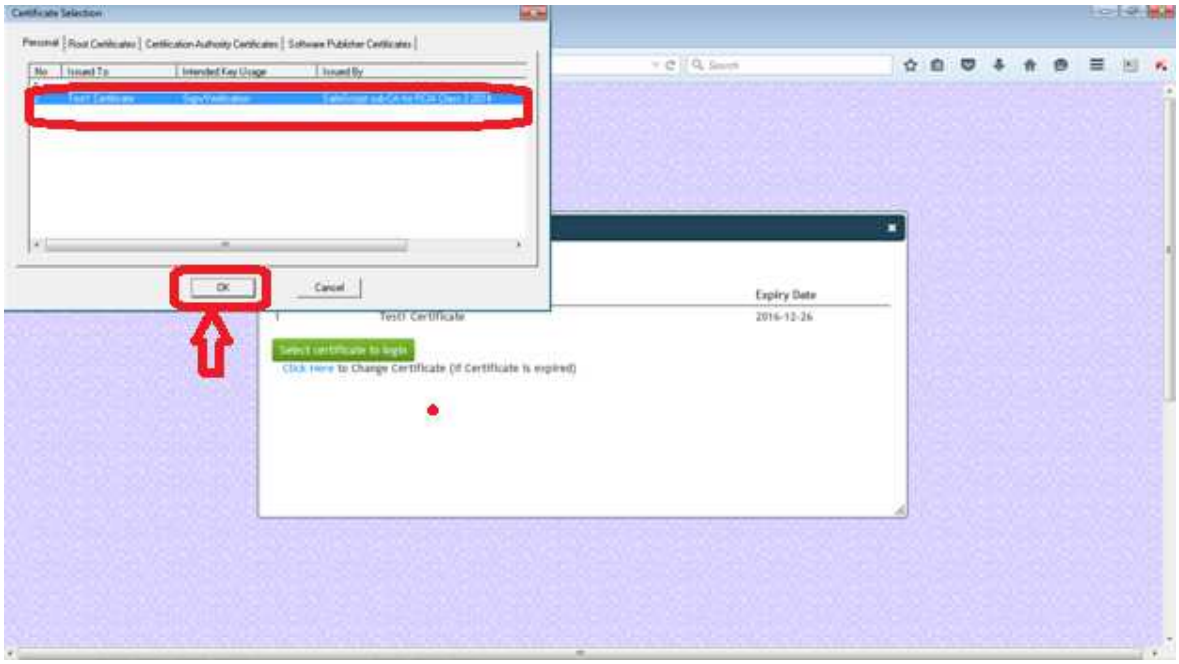
- Once the Tender is published online, the enrolled bidders can participate on the Tender.
- The bidders have to login with the mapped Digital Certificate, search for the appropriate tender.
- The Bidder can download the Tender document online.
- The Bidders have to accept the declaration and then start with Bid Preparation by filling online Bid forms.
- The system has a provision of the Bid form checklist which can show bidder whether he has completed all the bid forms or not.
- The Bidders have to encrypt the data of the bidding forms as applicable.
- At the time of Bid Preparation, the bidders have an option to select the authorized bidder to submit the tender, wherein the bidder uploads the authorization letter. The tender is then quoted by authorized bidder
- Once the bidder completes the Bid preparation, an email is triggered confirming the completion of the activity on the registered email id.
- The Bidder can change the data multiple times before the stipulated time of bid preparation.
- After Final submission stage, the bidder will have an option to rework his bids and will be allowed to edit the bid and resubmit, if he desires within the given due date and time. The final submission will be required again for the bid to be available to BHAVINI

Section 3: Step-by-Step process for Bid Submission

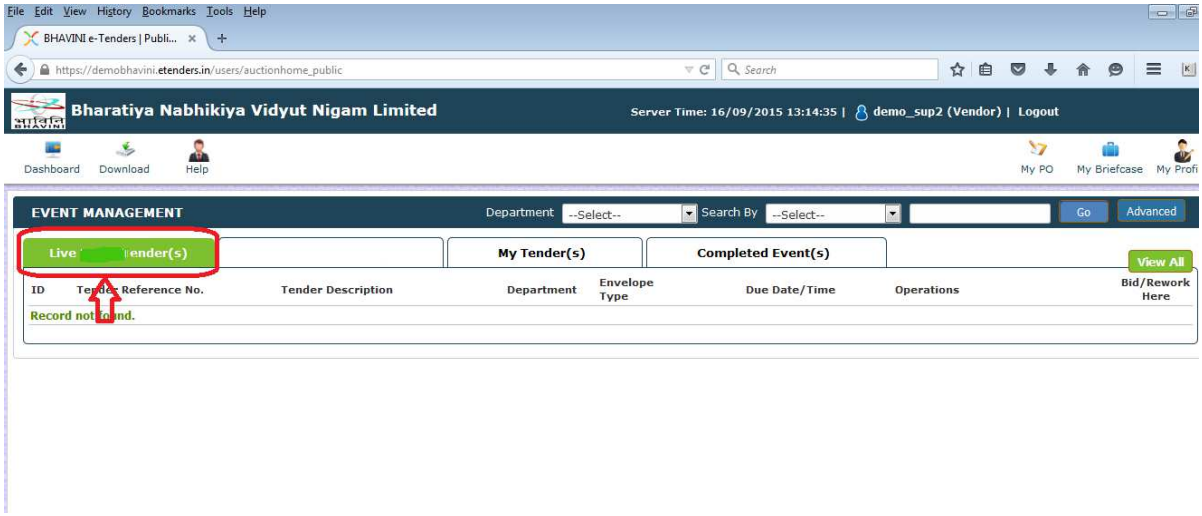
Enter the Portal address https://bhavini.etenders.in in the address bar and open. Enter the Userid and password to login.



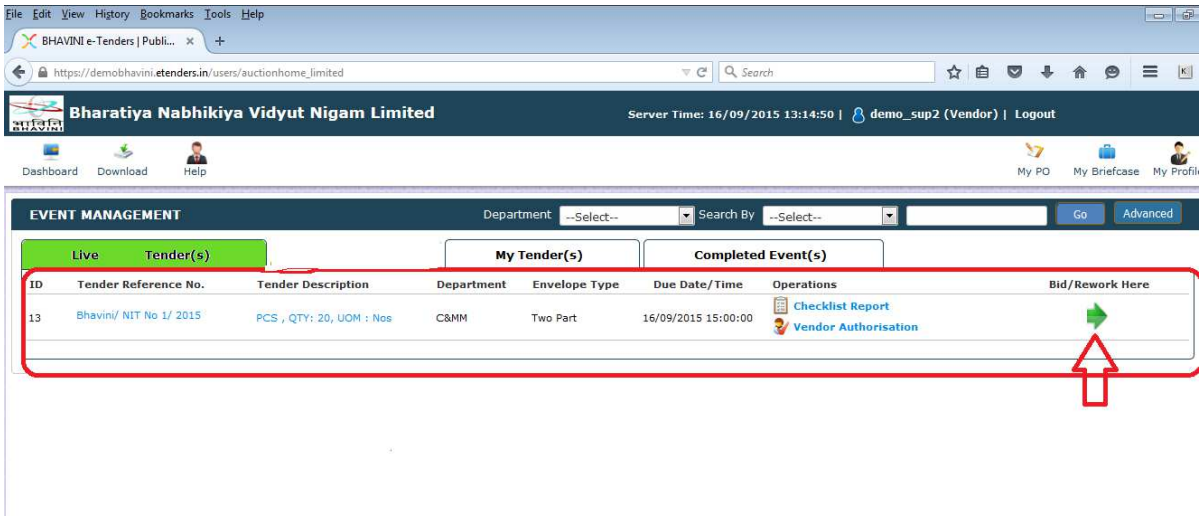
Select the signing DSC mapped with the login id and click on “ok”.



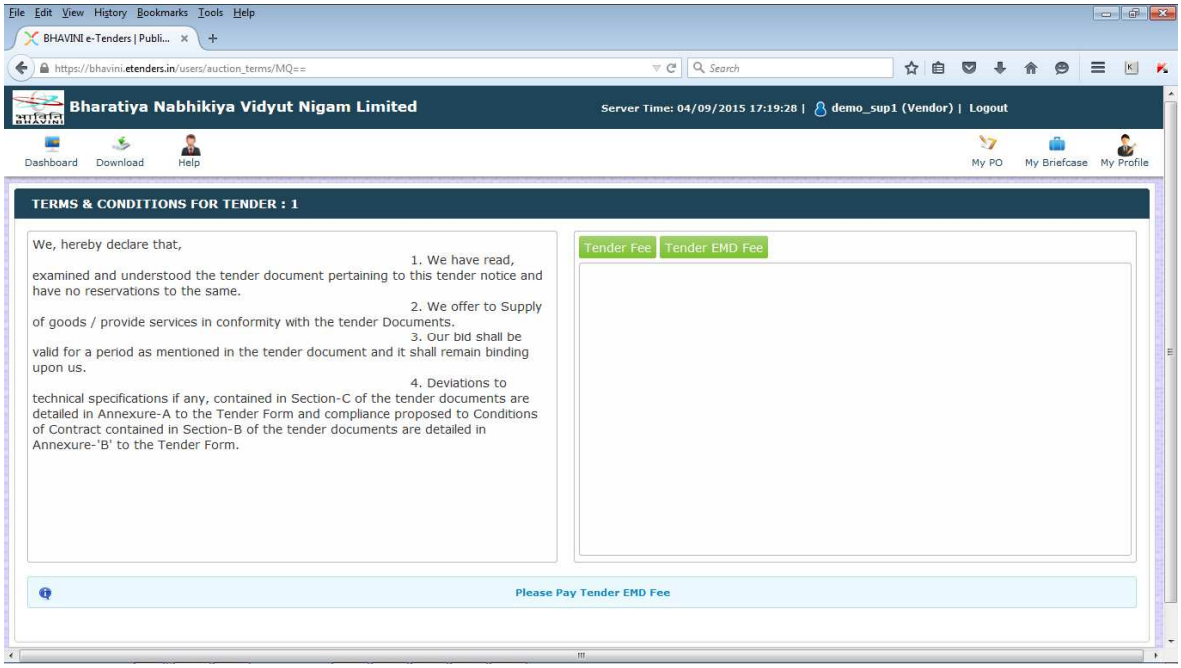
The following screen will appear. The Tender which are live on portal will be visible to the Bidder and the Tender for which the bidder has initiated the process will come under **“My Tender”** tab.

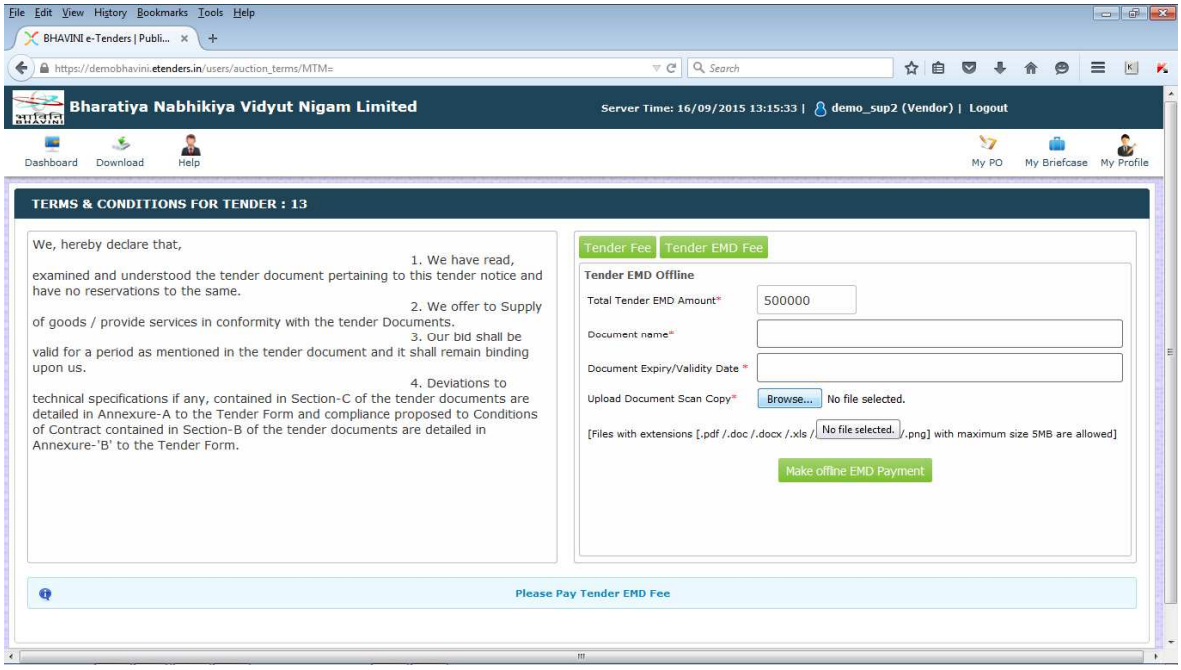


The bidders are now required to click on green color arrow to proceed for bidding process.

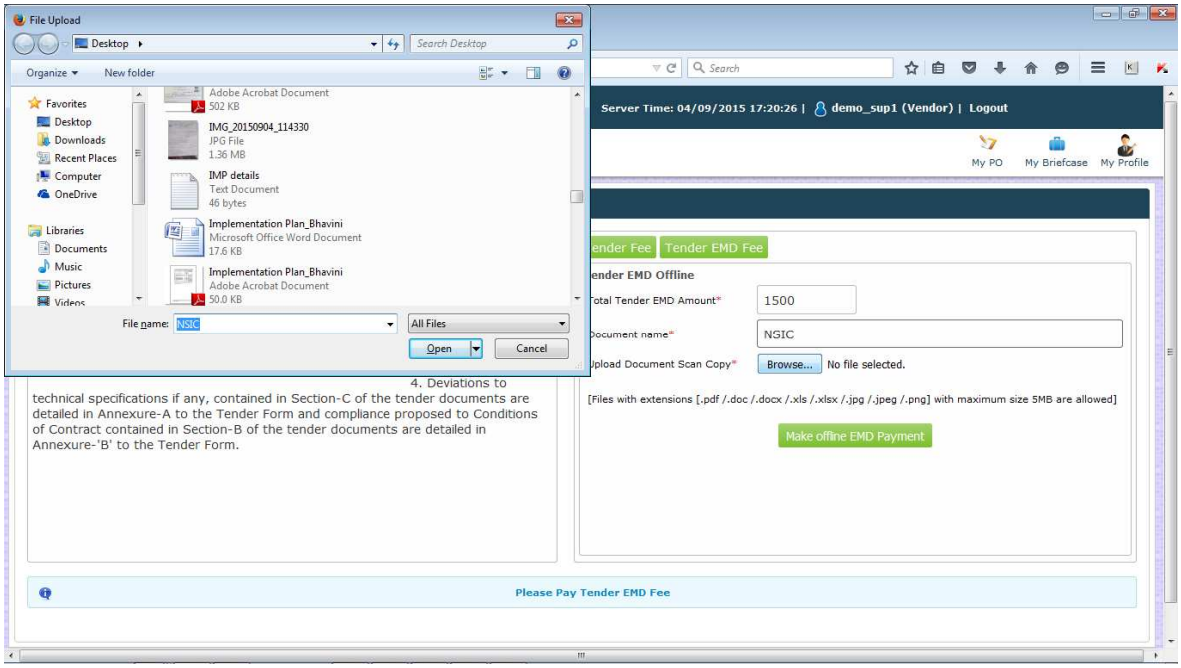


The below screen will appear to start with the filling of EMD and Tender Fee Details. Click on “Tender Fee” to fill the tender fee details.

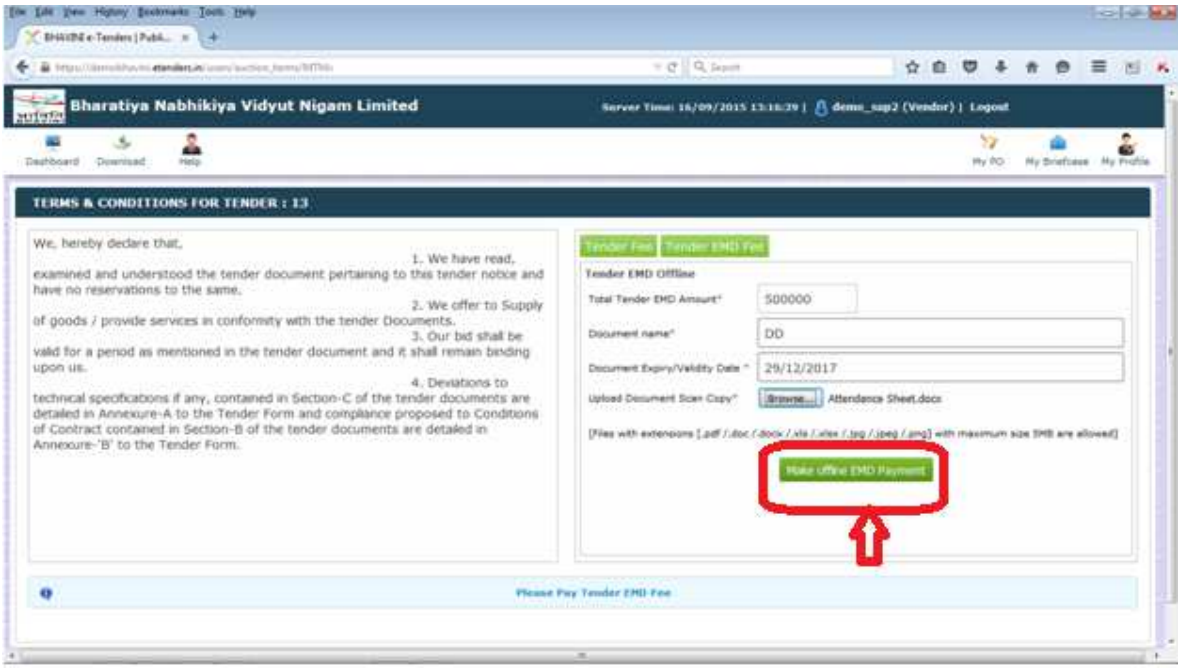

File Edit View History Bookmarks Tools Help
BHAVINI e-Tenders | Publi...
https://bhavini.etenders.in/users/auction_terms/MQ==
Search
Bharatiya Nabhikiya Vidyut Nigam Limited
Server Time: 04/09/2015 17:19:28 | demo_sup1 (Vendor) | Logout
Dashboard
Download
Help
My PO
My Briefcase
My Profile
TERMS & CONDITIONS FOR TENDER : 1
We, hereby declare that,
1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same.
2. We offer to Supply of goods / provide services in conformity with the tender Documents.
3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.
4. Deviations to technical specifications if any, contained in Section-C of the tender documents are detailed in Annexure-A to the Tender Form and compliance proposed to Conditions of Contract contained in Section-B of the tender documents are detailed in Annexure-'B' to the Tender Form.
Tender Fee
Tender EMD Fee
Please Pay Tender EMD Fee


File Edit View History Bookmarks Tools Help
BHAVINI e-Tenders | Publi...
https://demobhavini.etenders.in/users/auction_terms/MTM=
Search
Bharatiya Nabhikiya Vidyut Nigam Limited
Server Time: 16/09/2015 13:15:33 | demo_sup2 (Vendor) | Logout
Dashboard
Download
Help
My PO
My Briefcase
My Profile
TERMS & CONDITIONS FOR TENDER : 13
We, hereby declare that,
1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same.
2. We offer to Supply of goods / provide services in conformity with the tender Documents.
3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.
4. Deviations to technical specifications if any, contained in Section-C of the tender documents are detailed in Annexure-A to the Tender Form and compliance proposed to Conditions of Contract contained in Section-B of the tender documents are detailed in Annexure-'B' to the Tender Form.
Tender Fee
Tender EMD Fee
Tender EMD Offline
Total Tender EMD Amount*
500000
Document name*
Document Expiry/Validity Date *
Upload Document Scan Copy*
Browse...
No file selected.
[Files with extensions [.pdf /.doc /.docx /.xls /
No file selected.
/.png] with maximum size 5MB are allowed]
Make offline EMD Payment
Please Pay Tender EMD Fee

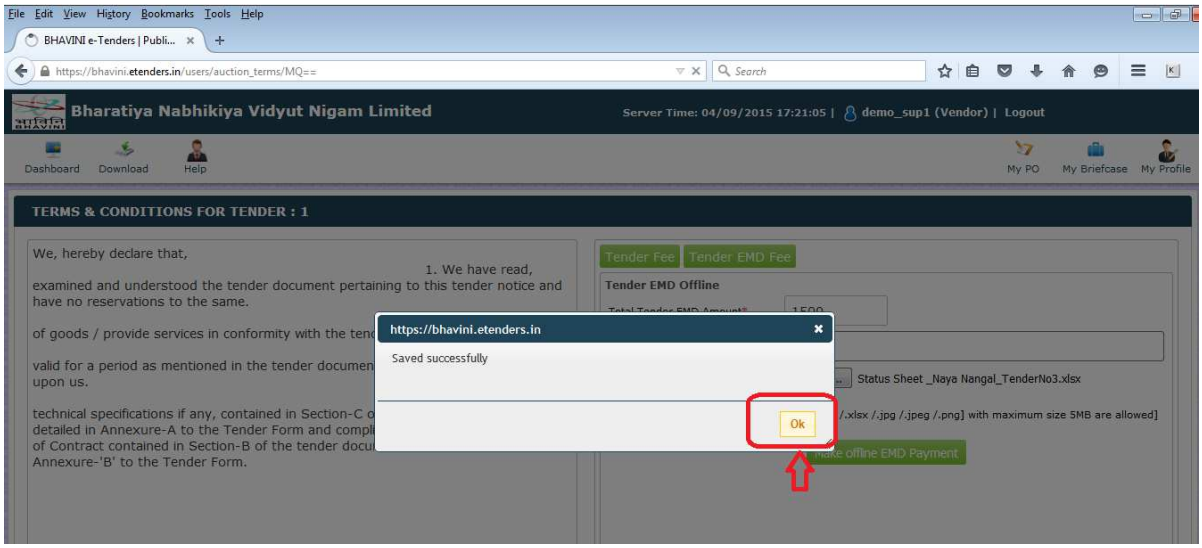
Upload the document (Like Scan copy of the DD, if exempted then the Exemption Certificates etc)



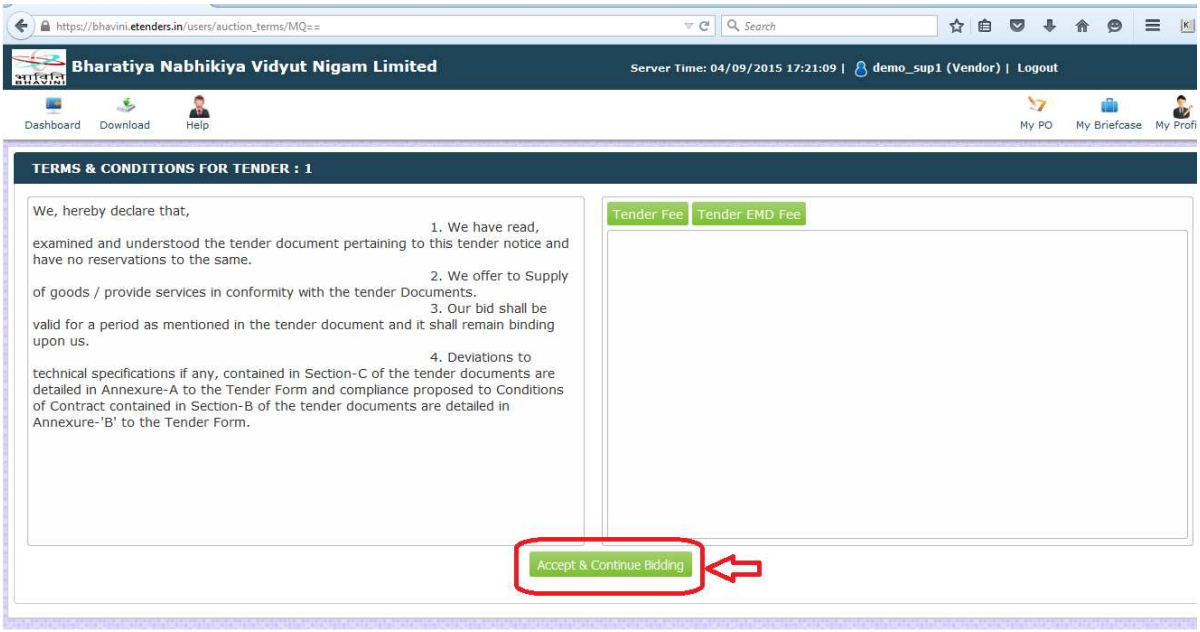
Now fill the tender EMD fee and then click on **"Make Offline EMD payment"** button.


Bharatiya Nabhikiya Vidyut Nigam Limited
Dashboard
Download
Help
My PO
My Briefcase
My Profile
TERMS & CONDITIONS FOR TENDER : 13
We, hereby declare that,
1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same.
2. We offer to Supply of goods / provide services in conformity with the tender Documents.
3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.
4. Deviations to technical specifications if any, contained in Section-C of the tender documents are detailed in Annexure-A to the Tender Form and compliance proposed to Conditions of Contract contained in Section-B of the tender documents are detailed in Annexure-'B' to the Tender Form.
Tender Fee
Tender EMD Fee
Tender EMD Offline
Total Tender EMD Amount*
500000
Document name*
DD
Document Expiry/Validity Date *
29/12/2017
Upload Document Scan Copy*
Browse...
Attendance Sheet.docx
Make offline EMD Payment
Please Pay Tender EMD Fee

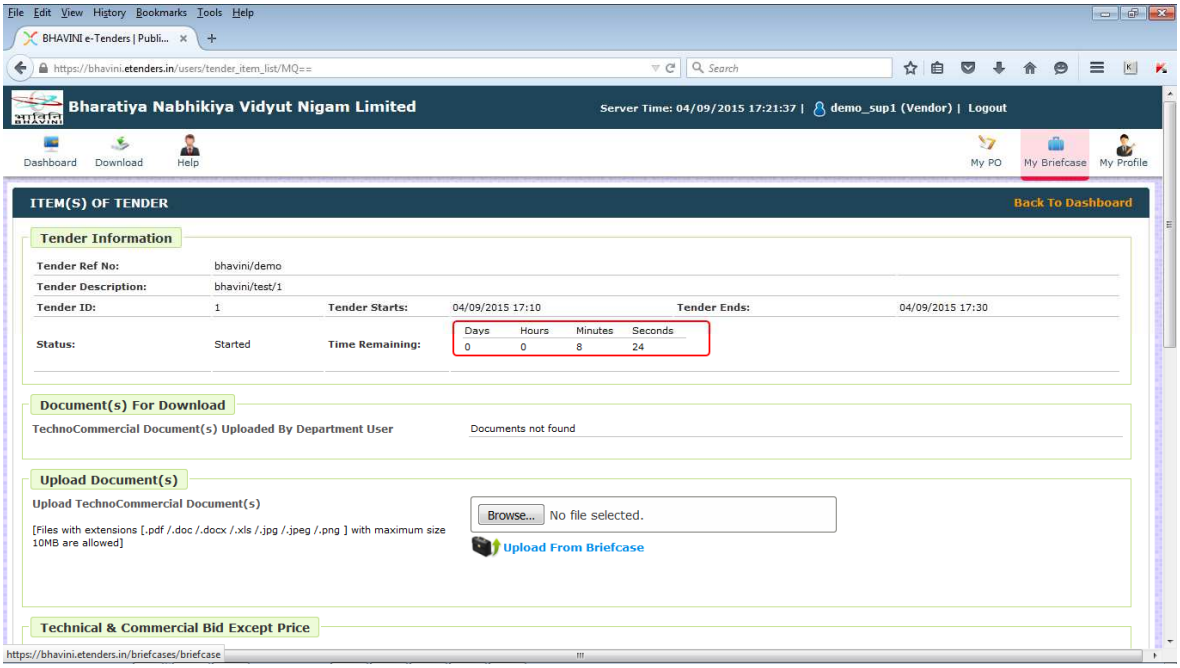
The below screen will appear with message as "Saved Successfully". Click on "Ok" to proceed further.


Bharatiya Nabhikiya Vidyut Nigam Limited
Server Time: 04/09/2015 17:21:05 | demo_sup1 (Vendor) | Logout
Dashboard
Download
Help
My PO
My Briefcase
My Profile
TERMS & CONDITIONS FOR TENDER : 1
We, hereby declare that,
1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same.
Tender Fee
Tender EMD Fee
Tender EMD Offline
https://bhavini.etenders.in
Saved successfully
Ok
Status Sheet _Naya Nangal_TenderNo3.xlsx

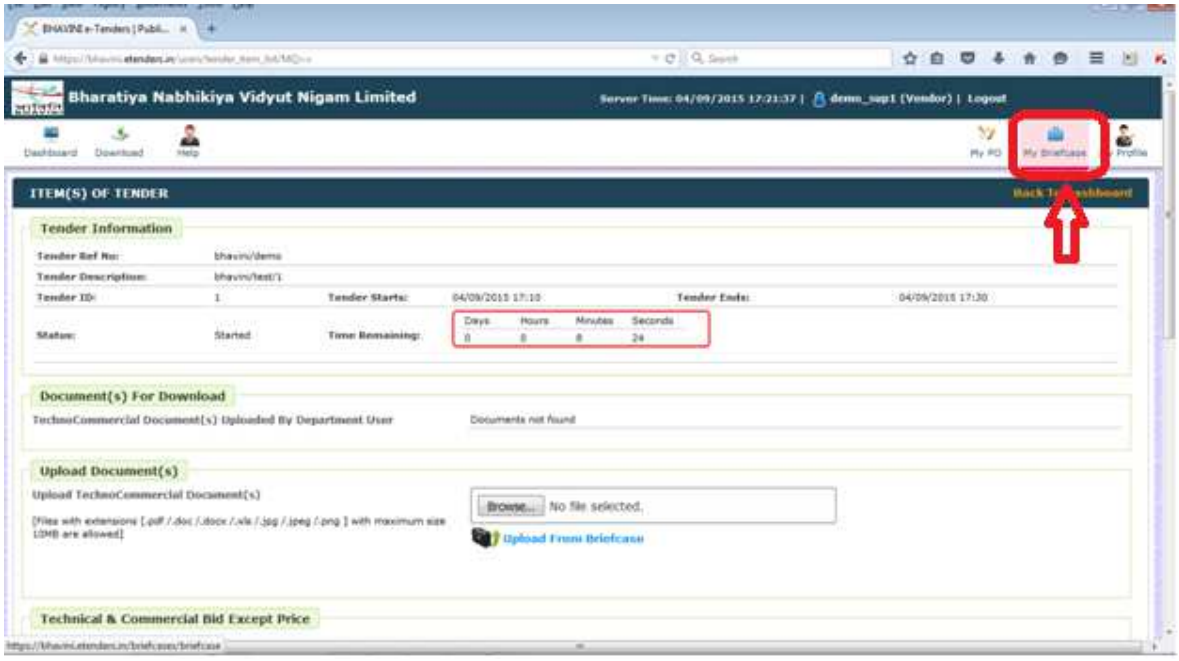
After the EMD/Tender Fees offline submission, the below screen will appear, Now click on “Accept and Continue” bidding.


Bharatiya Nabhikiya Vidyut Nigam Limited
Server Time: 04/09/2015 17:21:09 | demo_sup1 (Vendor) | Logout
Dashboard
Download
Help
TERMS & CONDITIONS FOR TENDER : 1
We, hereby declare that,
1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same.
2. We offer to Supply of goods / provide services in conformity with the tender Documents.
3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.
4. Deviations to technical specifications if any, contained in Section-C of the tender documents are detailed in Annexure-A to the Tender Form and compliance proposed to Conditions of Contract contained in Section-B of the tender documents are detailed in Annexure-'B' to the Tender Form.
Tender Fee
Tender EMD Fee
Accept & Continue Bidding

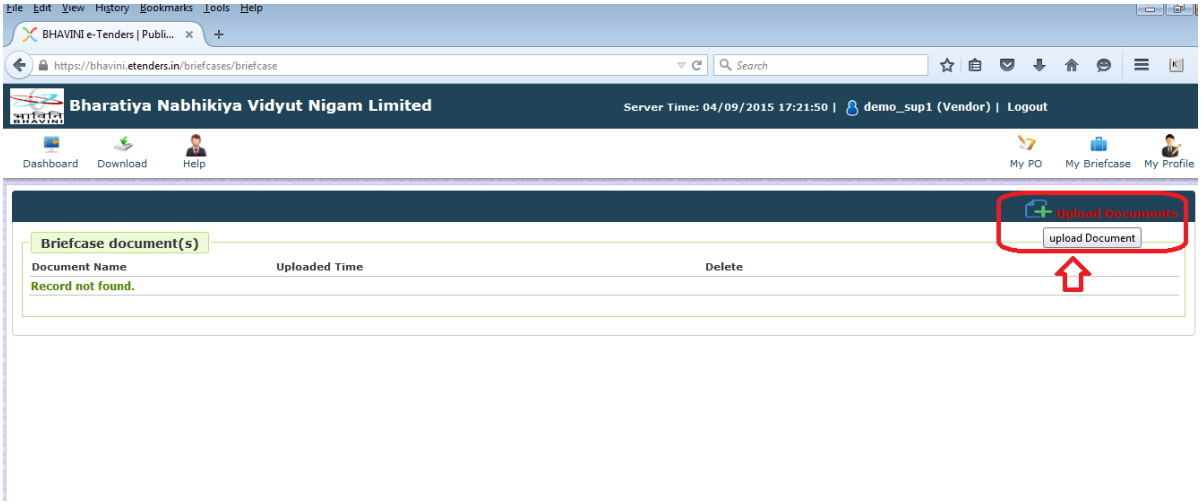
The below screen will appear where the bidder can view the time left for participating in Tender



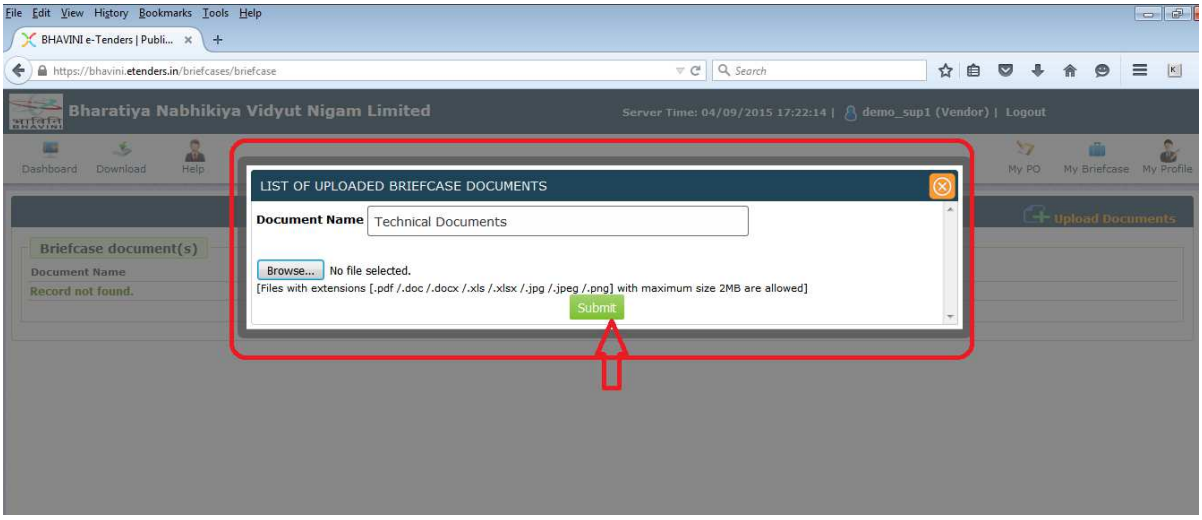
The bidder can upload any technical documents as required in tender. The bidder can upload the document either through briefcase (i.e. Online repository for the documents) or through local hard disk. For uploading the document through briefcase, click on briefcase icon.



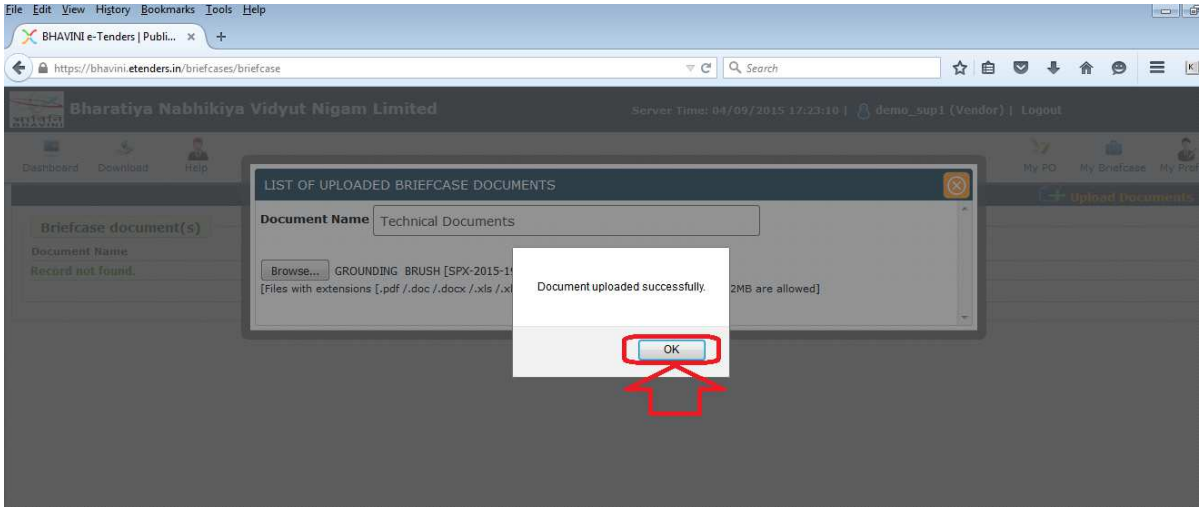
Click on “Upload Documents”.



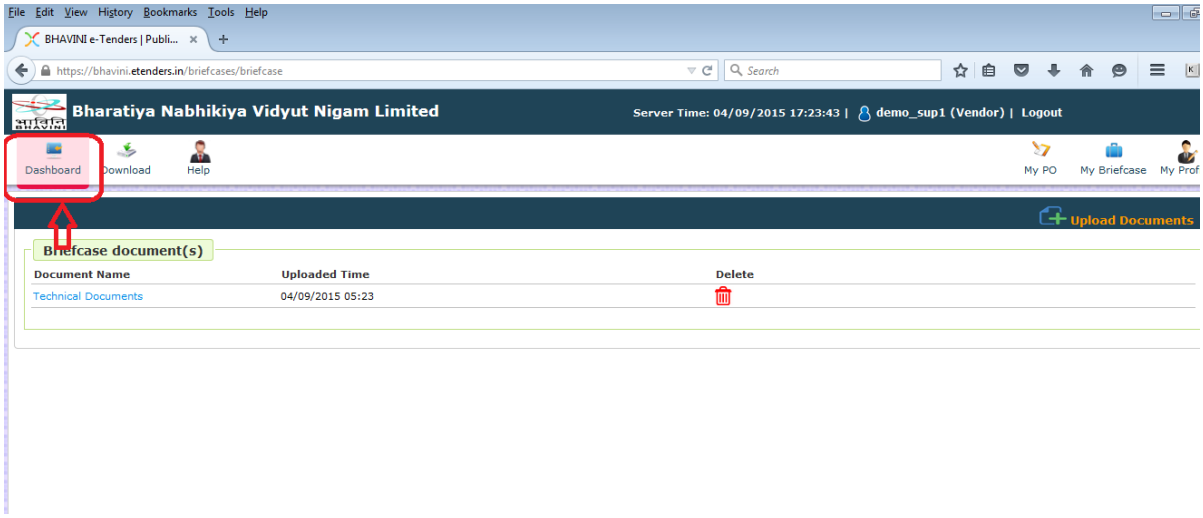
Enter the name of the document and then click on “Submit”.


Bharatiya Nabhikiya Vidyut Nigam Limited
Server Time: 04/09/2015 17:22:14 | demo_sup1 (Vendor) | Logout
LIST OF UPLOADED BRIEFCASE DOCUMENTS
Document Name
Technical Documents
Browse...
No file selected.
[Files with extensions [.pdf /.doc /.docx /.xls /.xlsx /.jpg /.jpeg /.png] with maximum size 2MB are allowed]
Submit
Upload Documents
Briefcase document(s)
Document Name
Record not found.

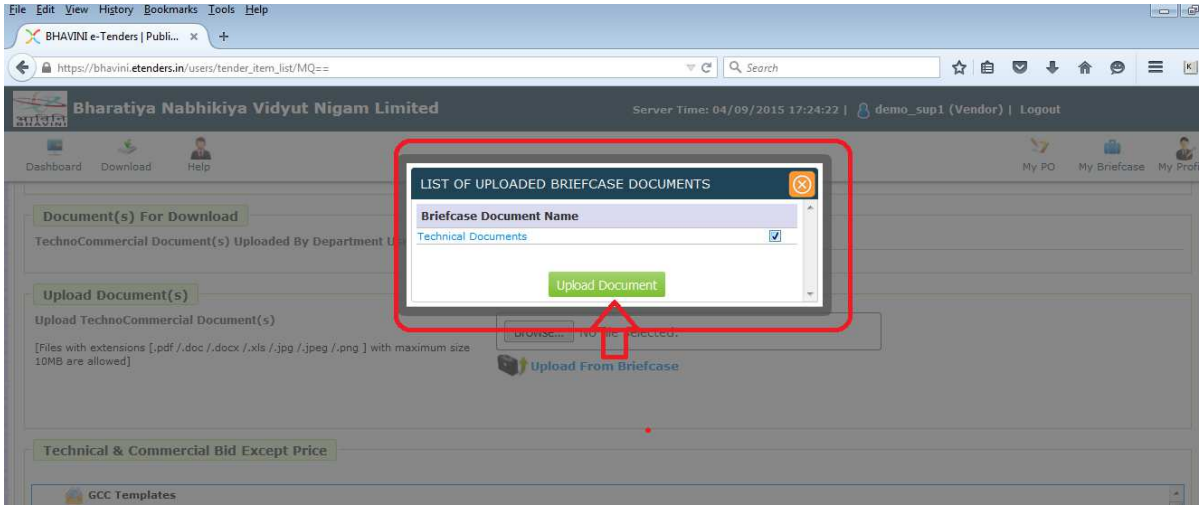
The pop up window will appear as “Document Uploaded” now click on “OK” to proceed. In similar manner ,the bidder can upload the document in briefcase.



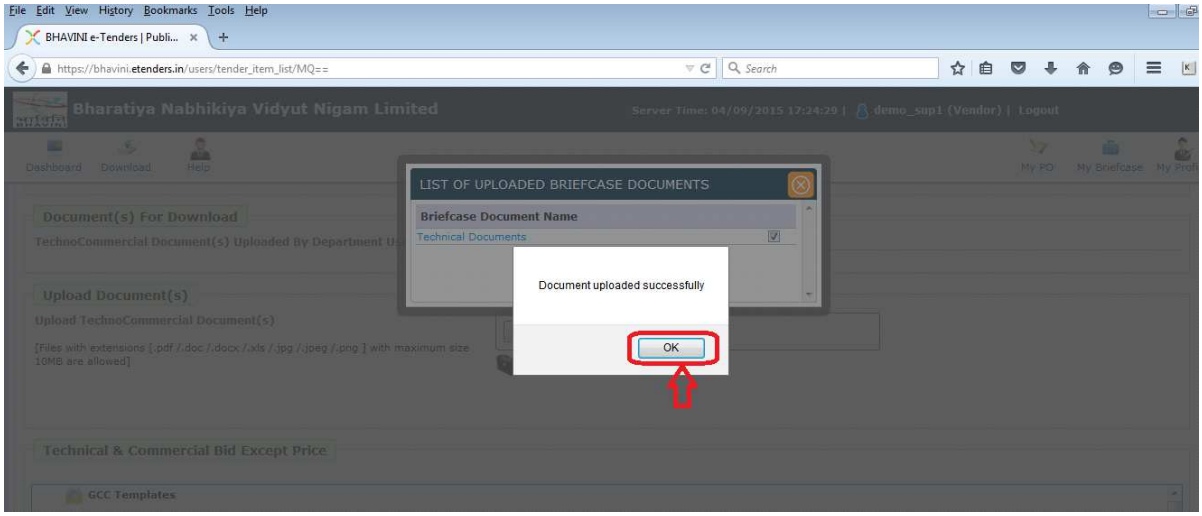
Once the briefcase documents are uploaded, you may click on “Dashboard” icon to go to your tender.



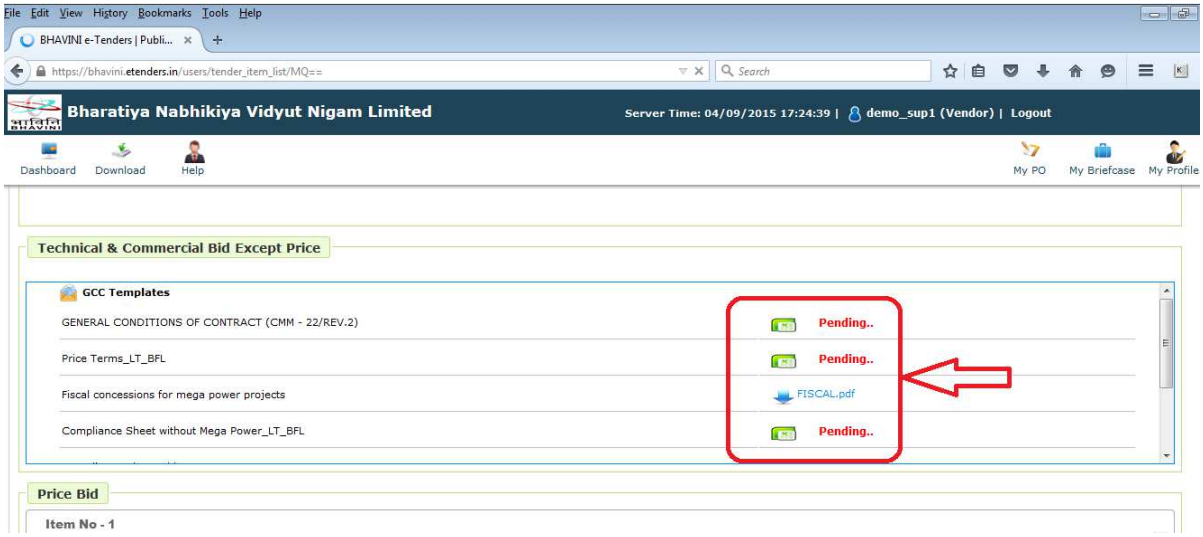
Now click on “briefcase” select the document which needs to be uploaded by selecting the check box and then click on “Upload Document”.



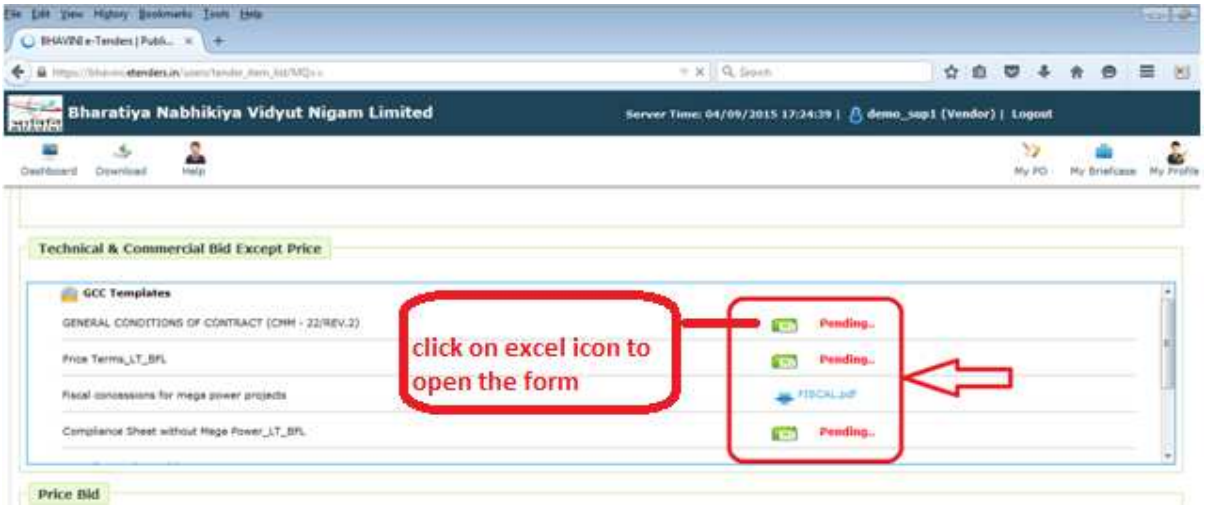
The message will appear as “Document uploaded successfully”. Now click on “Ok” to proceed further.



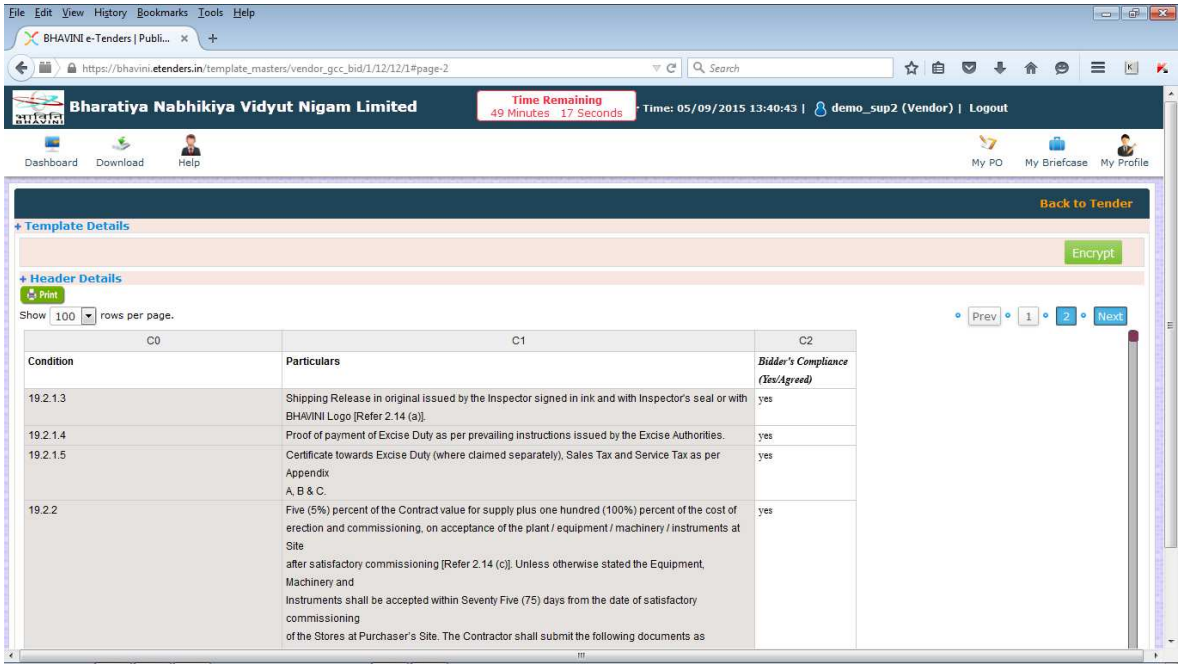
The screen will appear to fill the Technical and Price Bid forms. Against each form, the status is “pending”, once the forms are filled and saved the status becomes “completed.



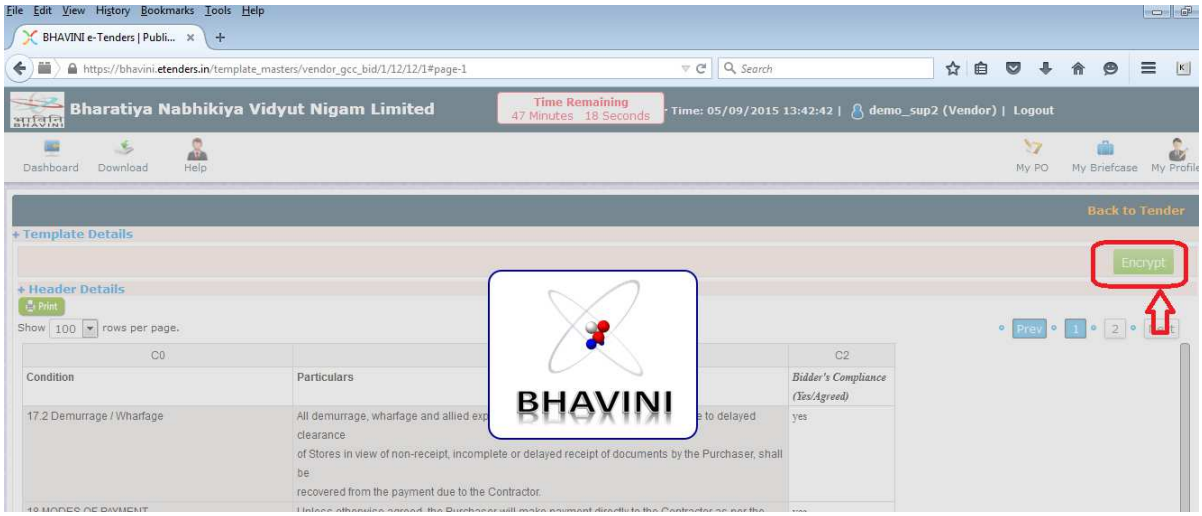
Click on “excel” icon to open the form.


Bharatiya Nabhikiya Vidyut Nigam Limited
Technical & Commercial Bid Except Price
GCC Templates
click on excel icon to open the form
Pending..
Price Bid

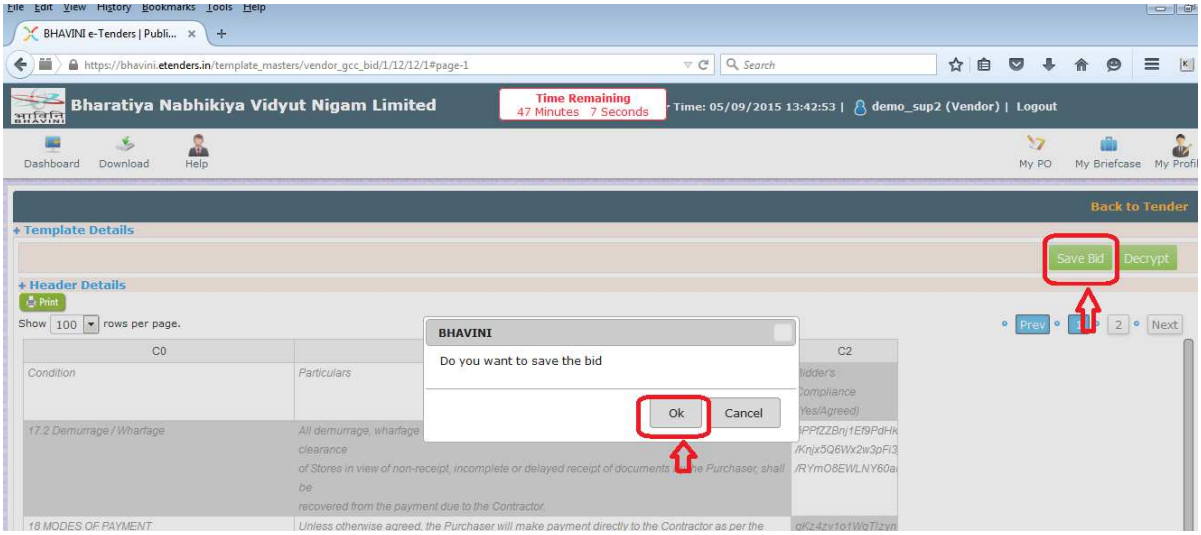
The form will be opened, enter the required details in the form.


Bharatiya Nabhikiya Vidyut Nigam Limited
Time Remaining
49 Minutes 17 Seconds
Time: 05/09/2015 13:40:43 | demo_sup2 (Vendor) | Logout
Dashboard
Download
Help
My PO
My Briefcase
My Profile
Back to Tender
+ Template Details
Encrypt
+ Header Details
Print
Show 100 rows per page.
Prev 1 2 Next
C0
C1
C2
Condition
Particulars
Bidder's Compliance (Yes/Agreed)
19.2.1.3
Shipping Release in original issued by the Inspector signed in ink and with Inspector's seal or with BHAVINI Logo [Refer 2.14 (a)].
yes
19.2.1.4
Proof of payment of Excise Duty as per prevailing instructions issued by the Excise Authorities.
yes
19.2.1.5
Certificate towards Excise Duty (where claimed separately), Sales Tax and Service Tax as per Appendix
A, B & C.
yes
19.2.2
Five (5%) percent of the Contract value for supply plus one hundred (100%) percent of the cost of erection and commissioning, on acceptance of the plant / equipment / machinery / instruments at Site
after satisfactory commissioning [Refer 2.14 (c)]. Unless otherwise stated the Equipment, Machinery and
Instruments shall be accepted within Seventy Five (75) days from the date of satisfactory commissioning
of the Stores at Purchaser's Site. The Contractor shall submit the following documents as
yes

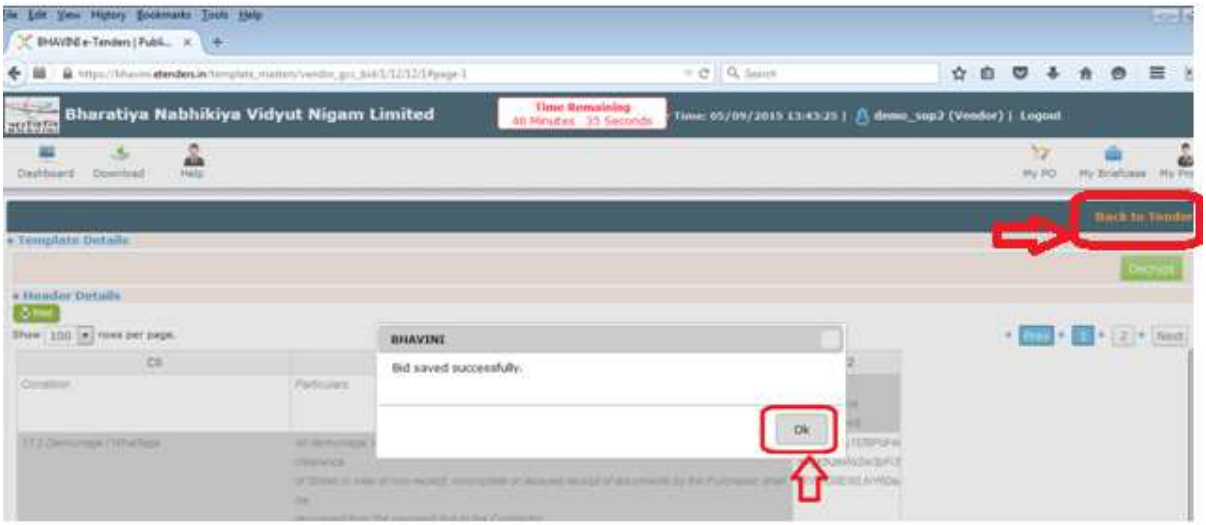
Now click on “encrypt” to encrypt the details using the “Encryption/Decryption” digital certificate.



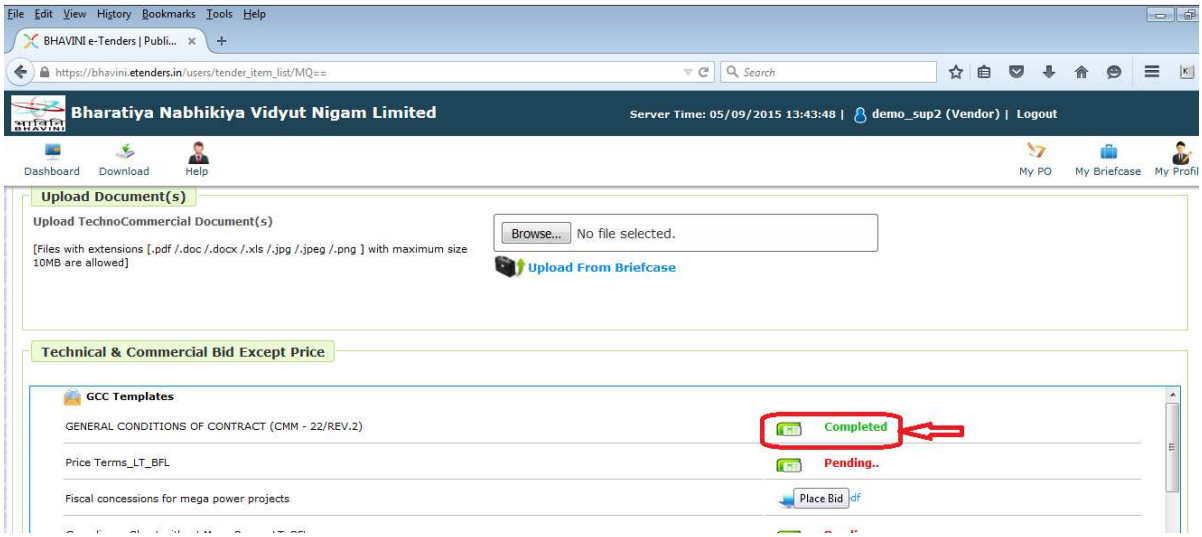
The details will be encrypted, now click on “Save Bid”, the pop window will appear for the confirmation to save the details, Click on “ok”.



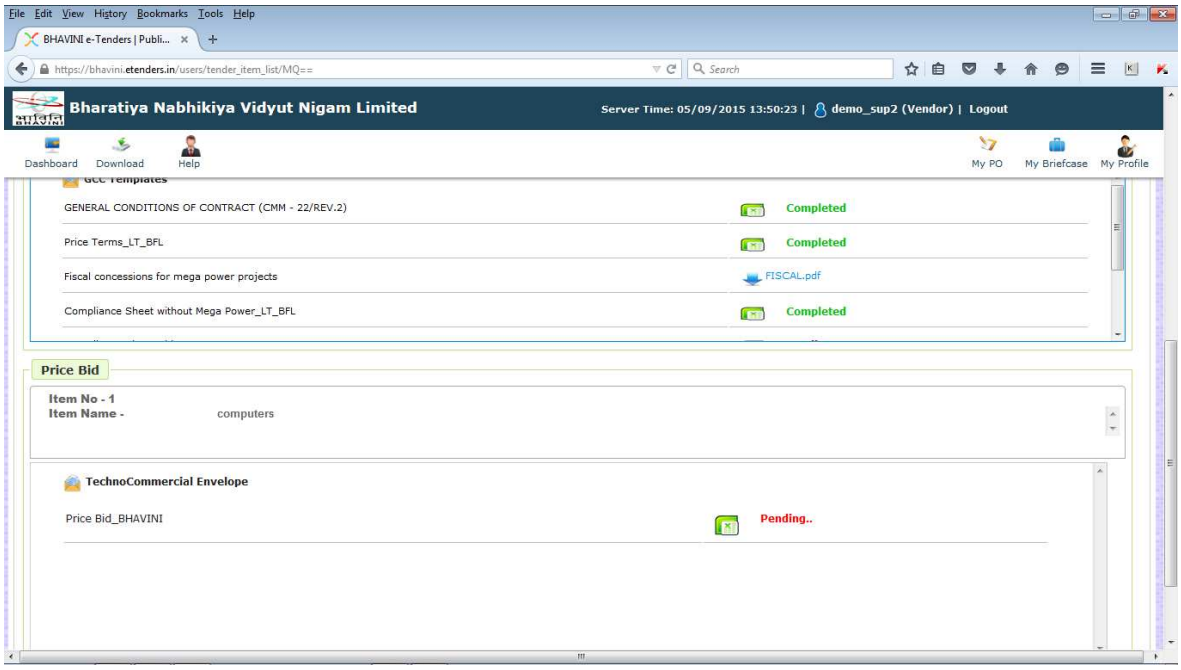
The pop window will appear with message as “Bid saved successfully”. Now click on “ok”. Click on “Back to tender” to go to the remaining forms

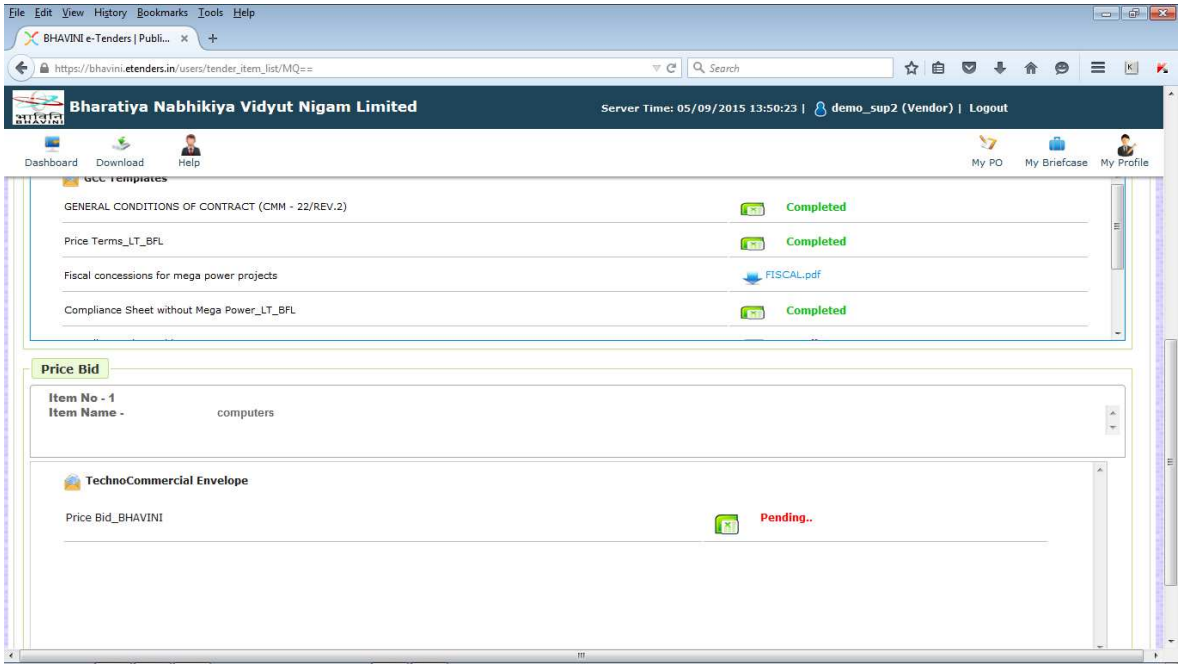


Now the status of the form becomes “completed”.

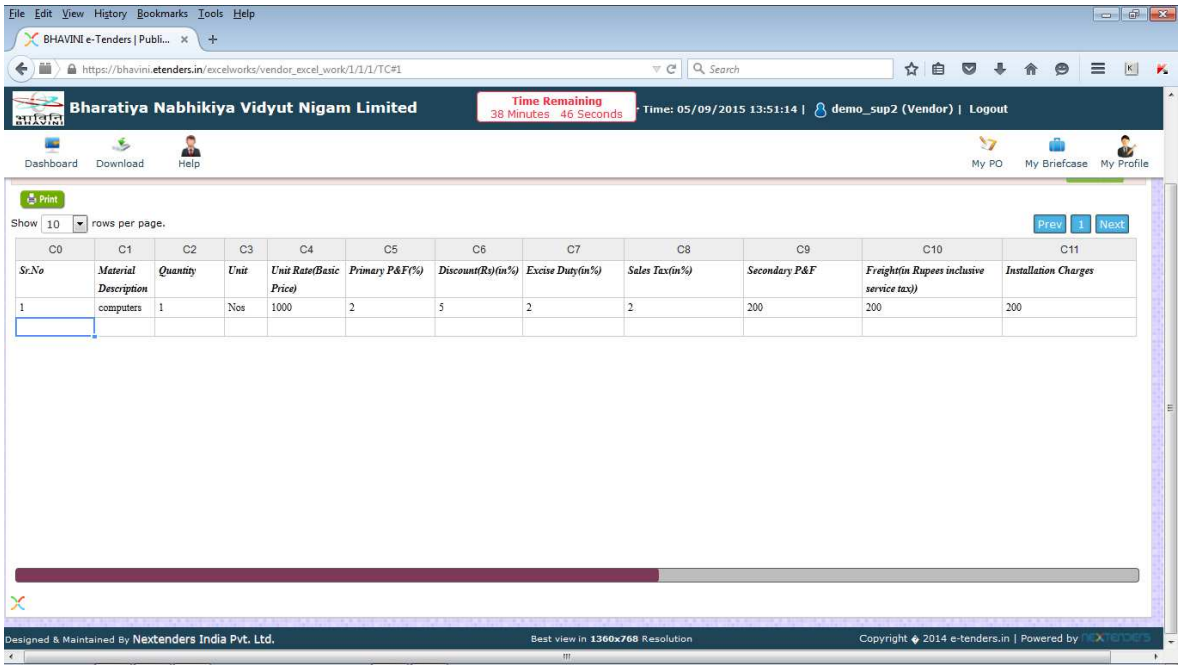


Likewise fill all the remaining bidding forms.





Enter the details for the Price Bid.



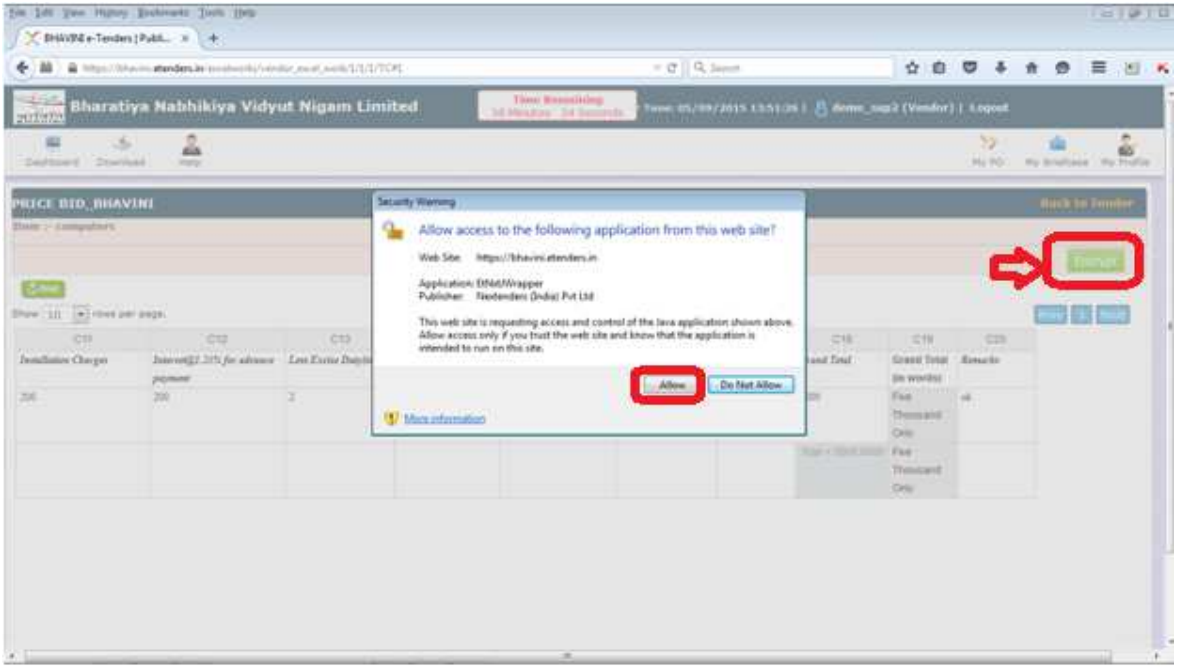
Please note following while filling the Price Bid

1. The values should be entered in Numeric.

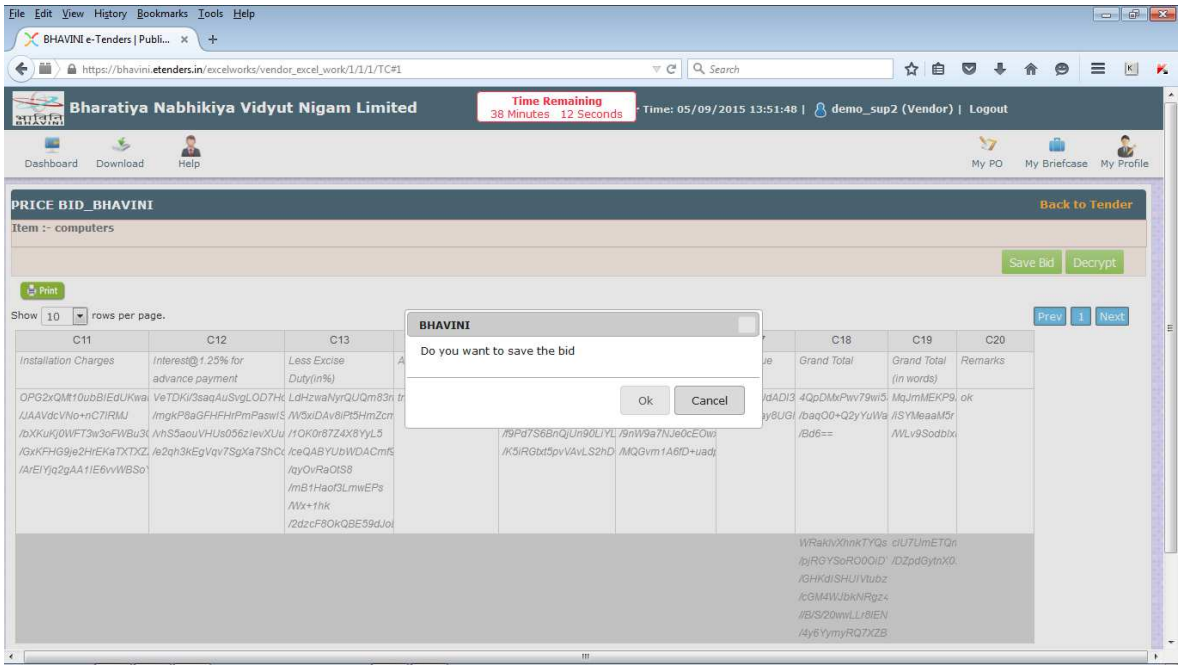
2. If any field is Not applicable, put “0” (zero).

3. The value for “Figure in Words” will automatically appear after the calculation of Total.

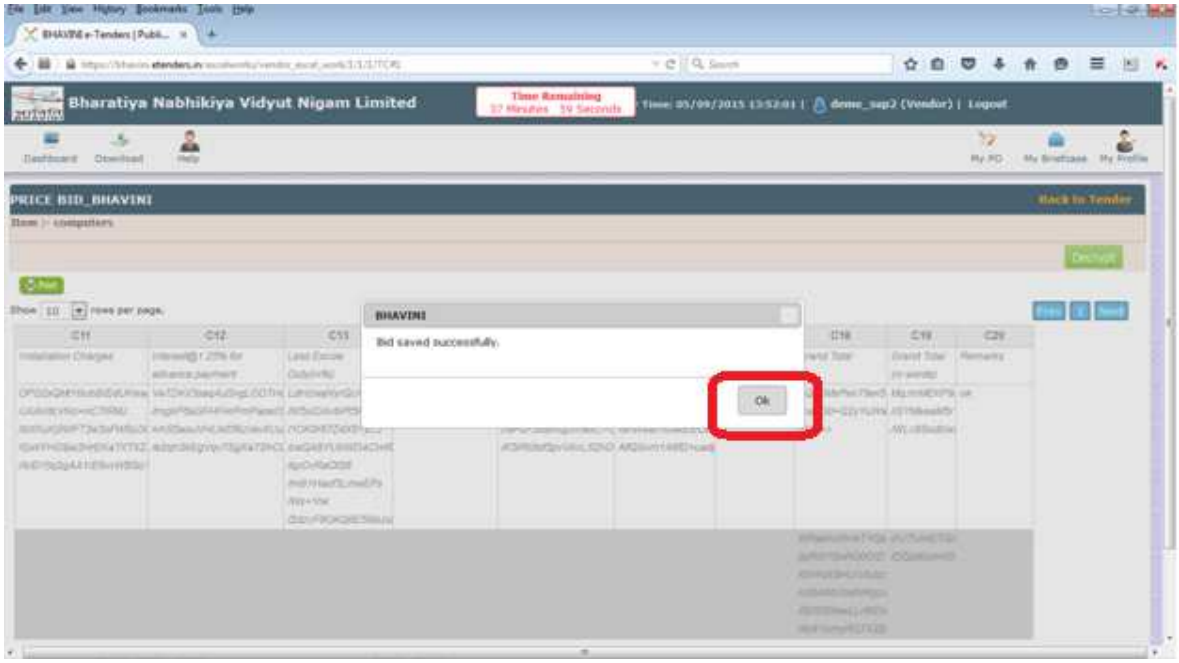
After filling the details and calculation, click on “encrypt”. Below Pop will appear , Click on “Allow”.


Bharatiya Nabhikiya Vidyut Nigam Limited
PRICE BID_BHAVINI
Security Warning
Allow access to the following application from this web site?
Web Site: https://bhavini.etenders.in
Application: EfNetWrapper
Publisher: Nextenders (India) Pvt Ltd
This web site is requesting access and control of the Java application shown above. Allow access only if you trust the web site and know that the application is intended to run on this site.
Allow
Do Not Allow
More information
Encrypt

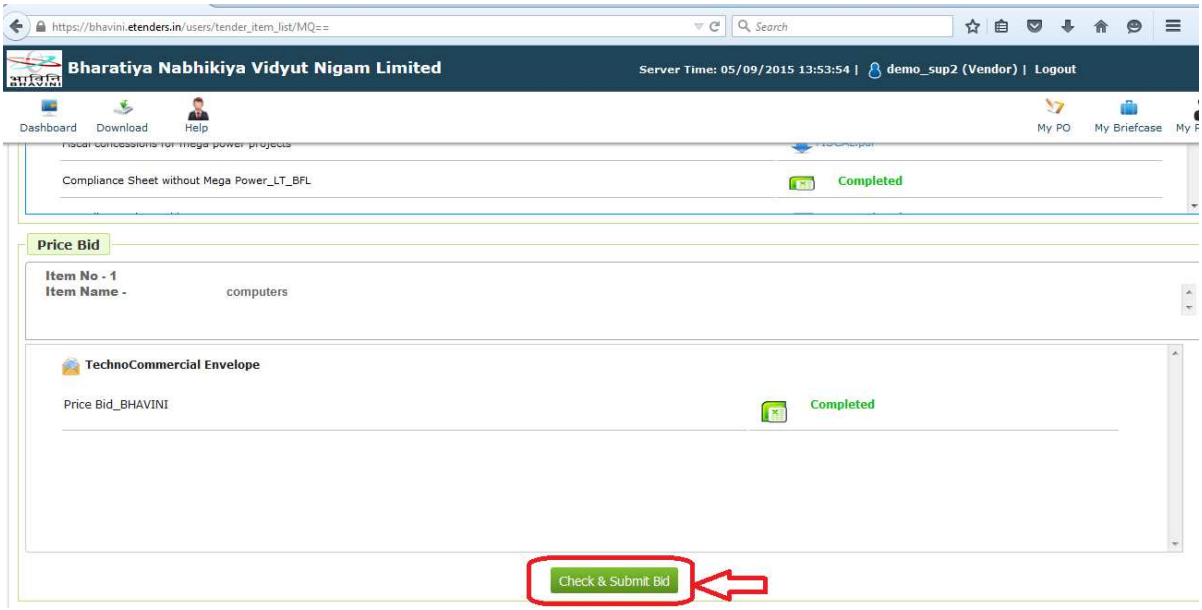
The Message window will appear for the confirmation to save the bid, click on “ok”.



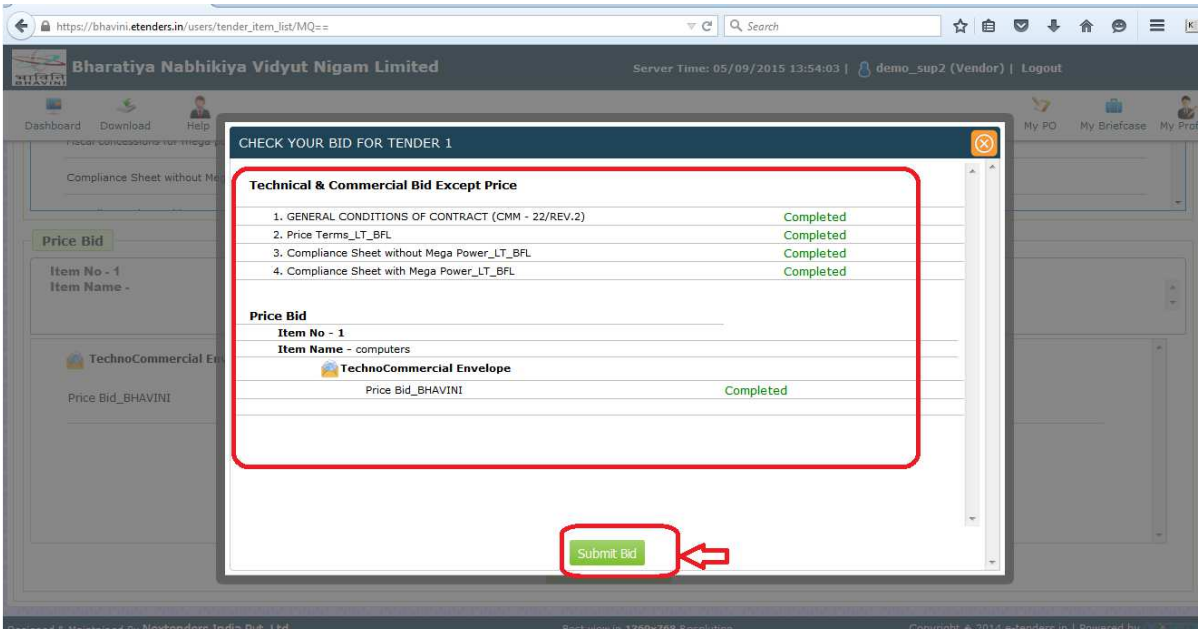
The message will appear as “Bid saved successfully”. Click on “ok” to continue.



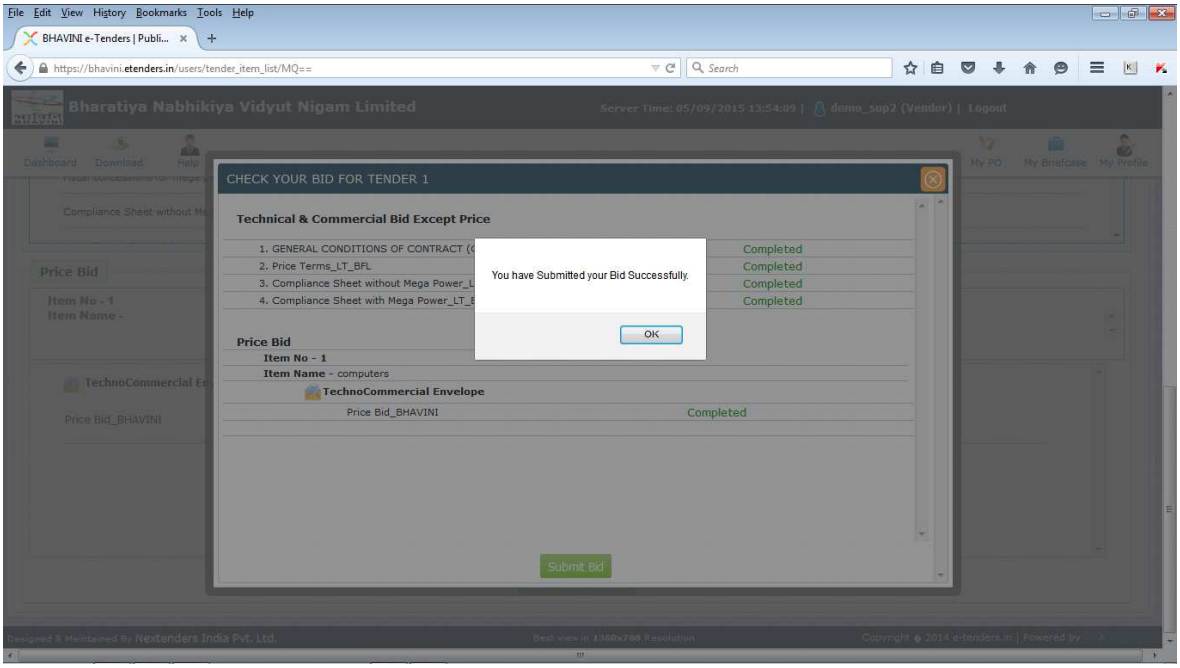
The status of all the forms becomes “completed” now click on “Check and Submit Bid”.



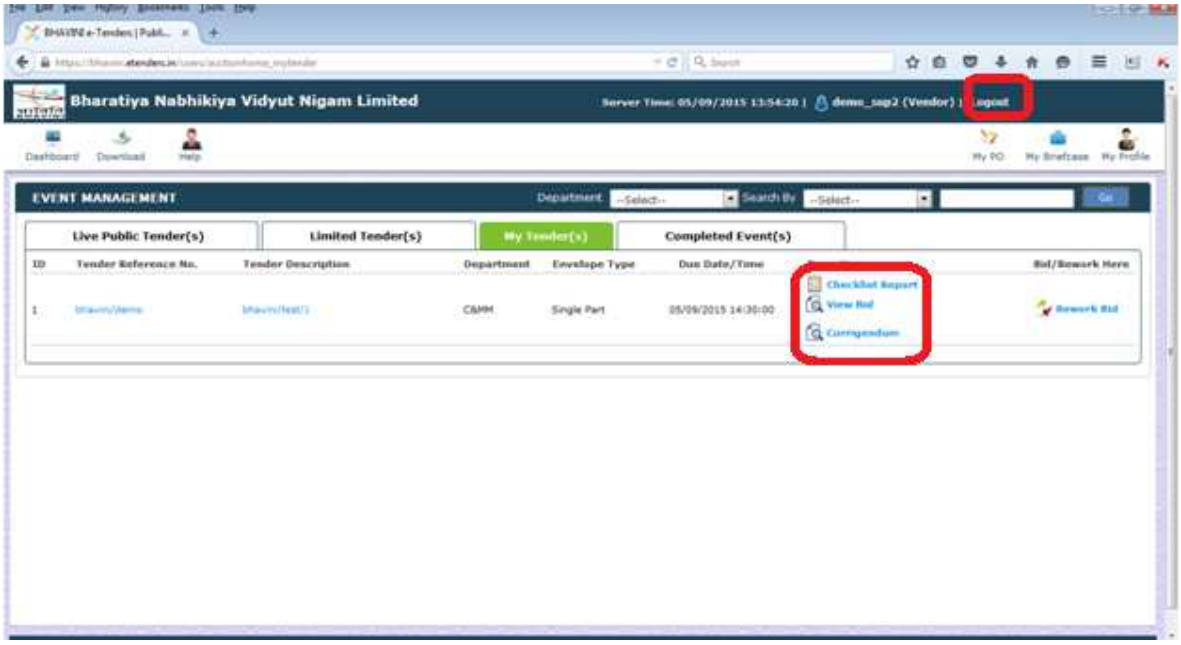
Now below the screen will appear showing the status of all forms filled, the bidder can check which forms are pending and which are completed. Now click on “Submit” button.


Bharatiya Nabhikiya Vidyut Nigam Limited
CHECK YOUR BID FOR TENDER 1
Technical & Commercial Bid Except Price
1. GENERAL CONDITIONS OF CONTRACT (CMM - 22/REV.2) Completed
2. Price Terms_LT_BFL Completed
3. Compliance Sheet without Mega Power_LT_BFL Completed
4. Compliance Sheet with Mega Power_LT_BFL Completed
Price Bid
Item No - 1
Item Name - computers
TechnoCommercial Envelope
Price Bid_BHAVINI Completed
Submit Bid

The pop window will appear with the message as “You have submitted your bid successfully”.Click on “ok”.



The below screen will appear, the bidder can view his bid/ cross check with the checklist report and then logout.



----------End of the Manual ----------